

ATTACHMENT A

SERVICEWIDE PROCEDURES FOR USE OF ANOTHER OFFICE'S INDEFINITE DELIVERY - INDEFINITE QUANTITY CONTRACTS

1. A written request must be submitted via cc:Mail or as a Purchase Request via IDEAS to the Program Manager or the Contracting Officer of the Issuing Office requesting authority to place an order under an Indefinite Delivery - Indefinite Quantity (IDIQ) Contract. The Issuing Office is the office that has issued the contract, not the office that is issuing the Task Order.

The request should include the following information:

- A. Park, Region, Administrative Program Center, or Service Center Name and Address.
 - B. Detailed description of the work to be performed, proposed schedule for completion of the work, and if any follow-on work is anticipated.
 - C. Government Estimate.
 - D. Name, telephone number, and internet address of the proposed certified Contracting Officer's Technical Representative (COTR) who will be responsible for monitoring the Task/Delivery Order. Include the date(s) of training, the number of hours and the name of the course(s) that certify the individual.
 - E. Proposed Contractor's name(s), address(es), telephone number(s), internet address(es), and contract number(s).
 - F. Name and warrant level of the Contracting Officer who will be responsible for competing, negotiating, awarding, and administering the order.
2. Upon receipt of this information, the Contracting Officer responsible for administration of the contract will:
 - A. Review the information received in coordination with the COTR who is responsible for the overall technical management of the contract.
 - B. Confirm availability of the selected Contractor(s) and provide authorization to use the proposed contract or to compete among multiple sources. Information will include: Contractor(s) name, address(es), telephone number(s), internet address(es), and contract number(s).

3. The Contracting Officer negotiating and awarding the Task/Delivery Order will:
 - A. Conduct an informal competition in accordance with the Servicewide Policy on the Use of and Competition under National Park Service Multiple Award Indefinite Delivery – Indefinite Quantity Contracts.
 - B. Document all ordering decisions in the contract file.
 - C. Award the Task/Delivery Order under the terms and conditions of the contract. Prior to award of a competed requirement, an Order Number must be requested from the Issuing Office.
 - D. Forward a copy of the executed Task/Delivery Order, along with supporting documentation to the Issuing Office. At a minimum, this should include the Contractor's proposal and your Memorandum to the File or Summary of Negotiation.
 - E. Coordinate with the Issuing Office prior to the issuance of a modification to the Task/Delivery Order. Forward a copy of all modifications, along with supporting documentation to the Issuing Office.
 - F. Coordinate with the Issuing Office should problems arise with the Contractor during the project. Uniform Servicewide contract administration is important.
 - G. Ensure that at the completion of the project, an evaluation form is submitted to the Issuing Office. For Architect-Engineer Contracts over \$25,000, a Standard Form 1421, Performance Evaluation, can be accessed via the Internet at <http://www.gsa.gov/forms/gsanumber.htm> for completion. A Release of Claims (DI-137) should be attached to this evaluation. For other contracts, an Evaluation Report on Contractor's Performance form is used, a copy of which is attached. No Release of Claims is generally required for these contracts.
4. The COTR, under the terms of a specific delegation from the Contracting Officer, will :
 - A. Monitor the work under the Task/Delivery Order.
 - B. Process and recommend for approval requests for payment.
 - C. Upon completion of the work, provide a written Performance Evaluation of the Contractor's performance to the Contracting Officer using either Standard Form 1421 or the Evaluation Form attached.

**NATIONAL PARK SERVICE
EVALUATION REPORT ON CONTRACTOR'S PERFORMANCE
(OTHER THAN ARCHITECT-ENGINEER CONTRACTS)**

1. Acquisition Management
Office and Address: _____

2. Name of Contractor and Address: _____

3. Contract Number: _____ 4. Date of Award: _____
5. Cost: _____ 6. Number of Modifications: _____
Reasons for Modifications (Explain): _____

7. Contractor's Overall Performance: Excellent___ Good___ Fair___ Poor___
8. Quality of Product or Service Provided: Excellent___ Good___ Fair___ Poor___
9. Compliance with essential contract terms and specifications: Yes___ No___
10. Was required delivery schedule met? Yes___ No___ If no, explain:

11. Was contract performed within negotiated price? Yes___ No ___ If no, explain:

12. Lessons learned/additional comments: _____

13. Signature/Date: _____
Contracting Officer's Technical Representative
14. Signature/Date: _____
Contracting Officer